

CTE Summer Conference Task List

WEB PAGE INFORMATION

Program Area* Commercial Photography

Date(s)*	Mon. June 18 th	9:00 a.m. – 10 a.m.	Registration
		10:00 a.m. – 12:30 p.m.	State Testing / Skills USA / MSDS
		12:30 p.m. – 2:00 p.m.	Lunch (included)
		2:00 p.m. – 4:00 p.m.	Teaching Adobe Photoshop CS2 with Pete Watkins
		4:00 p.m. - dusk	Shooting Upper and Lower Calf Creek Falls
		Dinner (on your own)	
Tue. June 19 th	5:00 a.m. – lunchtime	Shooting Slot Canyons and / or Burr Trail	
	12:00 p.m. -1:30 p.m.	Lunch (included)	
	1:30 p.m. – 3:30 p.m.	Studio Lighting and Flash Photography with Rex Allen (Allen's Camera)	
	3:30 p.m. – 4:30 p.m.	Fun photo assignments to teach Two teacher presenters (TBA)	
	5:00 p.m. – 6:00 p.m.	Dinner (on your own)	
	6:00 p.m. – Dusk	Drive and shoot Posie Lake and/or Henry Area	
Wed. June 20 th	Shooting (on your own)		
	10:00 a.m. – on	Meeting Elections State and University Credit Door Prize Drawings Ending Slide Show	

Location*

Facility: Escalante High School
Contact person: Louis Crandall
Phone: 801-358-5311 Fax: 801-798-0483 Email: louis.crandall@nebo.edu

Lodging*

Identify hotel and availability for lodging (Request state rate)

Hotel/Motel: Prospector Inn at Escalante (we have 25 rooms held)
Address: 380 West Main, Escalante, Utah (www.prospectorinn.com)
Contact person: Pauleen
Phone: 415-826-4653 Fax: 415-826-4285 Amount: \$ 50 single \$55 double
(Bring or Fax your tax I.D. number to not pay taxes)

Hotel/Motel: Circle D Motel
Address: 475 W. Main, Escalante, Utah
Contact person: ?
Phone: 435-826-4297 Fax: Amount: \$ 50 - 60

Hotel/Motel: Moqui Motel
Address: 480 West Main, Escalante, Utah
Contact person: George
Phone: 435-826-4210 Fax: ? Amount: \$ 40 - 45

Credit*

- ☐ Complete and submit CTE credit application
- ☐ Identify and initiate other available credit (USU, SUU, WSU, etc.)
- ☐ Prepare credit forms (USOE licensure points)

CONFERENCE MATERIALS

Presenters

- ☐ Obtain presenter's general information (Name, address, phone, e-mail, etc.)
- ☐ Identify topic and time for presentation (Use the Conference Planning Sheets attached)
- ☐ Presenter travel reimbursement forms - If needed
- ☐ Presenter stipend forms – if needed

Registration

- ☐ Identify registration confirmation process (Internet web site, e-mail, letter, etc.)
- ☐ Map and travel instructions
- ☐ Parking Pass – if needed

AV Equipment Requirements

Have presenters provide their own AV equipment.

Confirm system requirements with the Facilitator and Presenter for any computer software needs.

Conference Packets

Is there a need for the items listed below for the conference? ☐ Yes ☐ No

- ☐ Order portfolio folders, binders, tabs, etc. for packets
Identify contents and handouts to be included:
 - ☐ Agenda
 - ☐ Evaluation Form
 - ☐ Instructions
 - ☐ Map of Building
 - ☐ Name Badge
 - ☐ USOE In-service Credit (recertification forms)
 - ☐ Other

On-site Registration Coordination

- ☐ Attendance rolls
- ☐ Identify registration table - location and size – if needed
- ☐ Identify staff to assist with the registration process
- ☐ Distribute packets, name badges, agenda, maps, etc.

CONFIRMATIONS

Confirmations*

- ☐ Meeting Room Confirmation
- ☐ Meal Room confirmation – if needed
- ☐ Confirm Agenda

Standard Supplies

Is there a need for the following materials for the conference? ☐ Yes ☐ No
If yes, contact the proper group for assistance.

From USOE

- ☐ Blank transparencies
- ☐ Extra Name Badges/Holders
- ☐ Flip chart pads
- ☐ Glue Stick
- ☐ Note Pads
- ☐ Masking tape
- ☐ Paper Clips
- ☐ Push Pins
- ☐ Pens/pencils
- ☐ Scotch Tape
- ☐ _____
- ☐ _____

From Facility

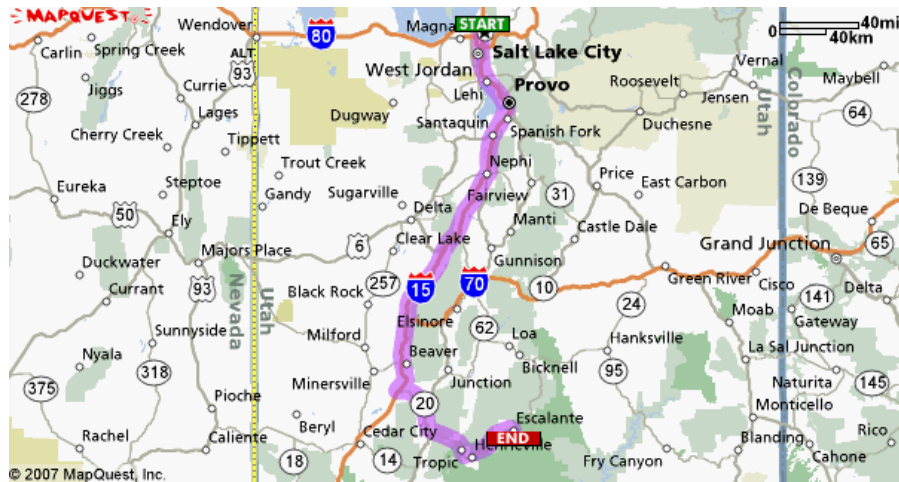
- ☐ Dry Erase Markers/ Eraser
- ☐ Extension Cord
- ☐ Paper Punch
- ☐ Power strip
- ☐ Staple Remover
- ☐ Stapler
- ☐ Three hole punch
- ☐ Scissors
- ☐ _____
- ☐ _____
- ☐ _____

*Other supplies that the participant will need to bring (wood, metal, etc)

- ☐ _____

POST-CONFERENCE**Things to Return to USOE**

- ☐ Stipends, reimbursements, invoices, etc. for payment
- ☐ Submit credit forms – USOE or USU
- ☐ Attendance rolls
- ☐ New Section Officers Form
- ☐ Evaluation forms
- ☐ Unused name badges
- ☐ Thank you letters



Directions

Distance

Total Est. Time: 5 hours, 14 minutes **Total Est. Distance:** 312.10 miles



1: Start out going WEST on E 400 S / UT-186 W toward S MAIN ST.

0.1 miles



2: Turn LEFT onto S WEST TEMPLE / UT-270.

0.1 miles



3: Turn RIGHT onto W 500 S / UT-269 W.
Continue to follow UT-269 W.

0.8 miles



4: Merge onto I-15 S toward LAS VEGAS / CHEYENNE.

213.2 miles



5: Take the UT-20 exit- EXIT 95- toward US-89 / PANGUITCH / KANAB.

0.3 miles



6: Turn LEFT onto UT-20.

20.5 miles



7: Turn RIGHT onto US-89.

10.0 miles



8: Turn LEFT onto E CENTER ST / US-89.
Continue to follow US-89.

6.8 miles



9: Turn LEFT onto UT-12.

59.6 miles



10: End at **Escalante, UT US**

Total Est. Time: 5 hours, 14 minutes **Total Est. Distance:** 312.10 miles